



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 25, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**QUARTERLY REPORT ON APPROVED CONTRACTS UNDER CAO DELEGATED
AUTHORITY**

At the Board of Supervisors meeting held July 28, 1992, the Chief Administrative Officer was instructed to report to the Board on approved contracts under the CAO's delegated contracting authority. In keeping with that practice, attached is the report for April 1, 2003 through June 30, 2003.

If you have any questions regarding this matter, or require additional information, please contact me, or your staff may contact Jacqueline White of my staff at (213) 974-1155.

DEJ:DIL
JW:AHW:vyg

Attachment

c: Executive Officer, Board of Supervisors
County Counsel

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
APRIL 1, 2003 THROUGH JUNE 30, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
03/20/03*	\$100,000 Maximum, plus normal administrative expenses	03/21/03 – 12/31/03	McDermott Consulting, Inc.	To assist the County's Chief Administrative Office (CAO) and Department of Health Services (DHS) in devising and implementing strategic communication strategies and plans of outreach, regarding the County's budget and DHS' budget and restructuring issues.
04/20/03	\$45 per hour, \$46,800 Maximum (1,040 hours)	04/20/03 – 04/19/04	Debra Mendelsohn	To provide assistance and guidance in regards to media, air quality and environmental policies pertaining to Los Angeles County and/or involving the Fifth Supervisorial District.
04/21/03	\$100,000 Maximum	04/22/03 – 06/30/05, may be extended on a month-to-month extension not to exceed one year	Chicago Title	To provide general title services (including title searches, title reports and title insurance) as requested by the County in support of specific capital improvements and property development proposals.
05/01/03	\$55 per hour, \$550 Maximum per month; however for service in excess of 10 hours (subject to approval by the Fourth Supervisorial District), Contractor will be compensated at \$70 per hour, not to exceed a monthly total of \$1,500 for the additional hours. Travel expenses will also be reimbursed.	05/01/03 – 10/31/03 (if no written notice of expiration is given prior to 11/01/03, the term is automatically extended to 04/30/04)	Mishal Montgomery and Associates	To provide special administrative and consultant services to the Fourth Supervisorial District for the Aera Energy Development Project and progress of the Significant Ecological Update to the County General Plan in Rowland Heights.
05/01/03	\$2,000 per month, \$40,000 Maximum, plus reasonable expenses, but excluding travel expenses	05/01/03 – 12/31/04	The Houston Group	To provide the County with professional services in legislative advocacy and governmental affairs
05/01/03	\$100,000 Maximum, plus reimbursement for reasonable expenses, not to exceed 10% of any month's billing or \$10,000 over the term of the agreement	05/01/03 – 04/30/04	The Dutko Group	To provide the County with professional services in legislative advocacy and governmental affairs
05/01/03	\$205,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement Amendment #8	02/28/02 – 06/01/03 Amendment #8	Outlook Associates, Inc.	To evaluate and determine the potential benefits and cost savings that could be realized by the integration of the Information Technology departments within DHS. The original contract was amended to extend the term from 05/01/03 through 06/01/03.

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
APRIL 1, 2003 THROUGH JUNE 30, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
05/15/03	\$46,000 Maximum	05/16/03 – 05/15/04, with an option for two one year renewals	UCLA Anderson Forecast	To provide professional economic forecasting assistance for the purpose of determining the impact of economic conditions on the County's General Fund, which controls the ability of the County to finance and deliver services to the residents of Los Angeles County.
05/16/03	\$29,325 Maximum	05/17/03 – 04/30/04	International Partners, Inc.	To assist the County of Los Angeles Public Library improve service by expediting delivery of library materials to the public, and also to implement consolidation of the Acquisitions and Bibliographic Access Sections into one Technical Services Section with improved work processes.
05/22/03	\$75,000 Maximum	05/23/03 -09/30/03	KPMG, LLP	To conduct a management review of the DHS' Office of AIDS Programs and Policy (OAPP), including organizational structure, staffing, budget, administrative costs, and processes, for appropriateness as well as for comparison to the administration of HIV/AIDS programs administered by the City/County of San Francisco and the City of New York.
06/05/03	\$100 per hour, \$35,000 Maximum (350 hours)	06/06/03 – 01/31/04	John Horton	To collect focus group and telephone follow up interview data for use by the County, and to provide annotated transcripts and a written analysis of results from the focus group interviews. The information will be used to produce a report on the CalWORKs participants who reached the 60 month time limit on cash assistance.
06/05/03	\$100 per hour, \$35,000 Maximum (350 hours)	06/06/03 – 01/31/04	Linda Shaw	To collect focus group and telephone follow up interview data for use by the County, and to provide annotated transcripts and a written analysis of results from the focus group interviews. The information will be used to produce a report on the CalWORKs participants who reached the 60 month time limit on cash assistance.
06/12/03	\$3,000 per 30 day period Amendment #3	03/01/99 – 10/21/03 Amendment #3	William H. Siverling	To provide professional services related to legislative issues. The original contract was amended to extend the term from 06/21/03 to 10/21/03 and to extend compensation accordingly.
06/17/03	\$144,000 Maximum Amendment #2	09/20/01 – 12/31/03 Amendment #2	Allan D. Kotin & Associates	To provide the CAO's Financial Asset Management Branch (FAMB) with real estate consulting services and selected financial analyses related to various Capital Projects. The original contract was amended to extend the term from 6/30/03 to 12/31/03.

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
APRIL 1, 2003 THROUGH JUNE 30, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
06/24/03	\$180,000 Maximum, including Contractor fees and reimbursable travel expenses	06/24/03 – 8/31/03, with an option for month-to-month extension through 12/31/03	Tillinghast-Towers Perrin	To evaluate and test the County's Risk Management Information System (RMIS) for accuracy of information collected and produced, advise the CAO of discrepancies, and to define outstanding implementation issues and functional specifications of RMIS.
06/25/03	\$175 per hour, \$96,250 Maximum (550 hours) Amendment #1	04/28/03 – 10/31/03 Amendment #1	MTBJ, Inc – Paul Snow (Consultant)	To provide support and assist County staff in analyzing and modifying an application to develop the Los Angeles County Identification and Referral (LASIR) System. The County plans to create the LASIR application by customizing the State of Texas' Assistance and Referral System (STARS) to meet the County's specific requirements. LASIR will serve as a central source of information regarding health and human programs and services via the Internet. The original contract was amended to extend the term from 6/30/03 to 10/31/03.
06/25/03	\$36,000 Maximum	06/26/03 – 05/31/04	Paul Obney and Associates	To develop specialized training materials related to cross-training of code enforcement functions, and to conduct a "train the trainers" program for key staff from involved County departments.
06/26/03	\$160,000 Maximum Amendment #3	09/19/01 – 12/31/03 Amendment #3	Keyser Marston Associates, Inc.	To provide the CAO's FAMB with real estate consulting services and selected financial analyses related to the Hall of Justice renovation. The original contract was amended to extend the term from 6/30/03 to 12/31/03.
06/30/03	\$125 per hour, \$86,250 Maximum (690 hours) Amendment #3	11/05/01 – 06/30/04 Amendment #3	Sharon G. Watson, Ph.D.	To develop and execute an ongoing operational agreement with involved County departments/agencies to fully implement the Emancipation Program redesign and establish and convene the Emancipation Program Partnership. The original contract was amended to extend the term from 6/30/03 to 6/30/04.

* Agreement forwarded to CAO-Budget Services subsequent to the completion of the third quarter report (01/01/03-03/31/03).